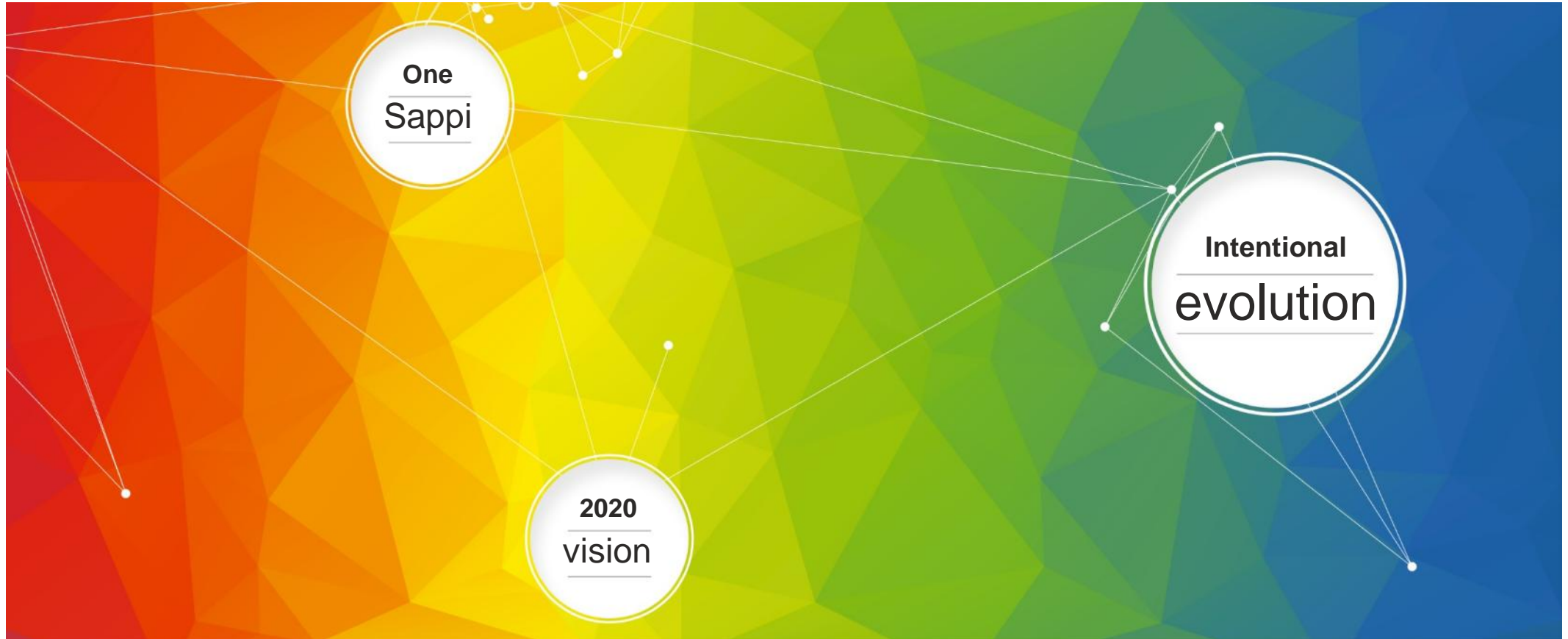


Sappi Light Account Training



Important points to remember...



Sanette Spies
Masters Specialist
Sappi Southern Africa



What is Ariba Light Account?



Remember...

- No cost to the supplier
- Interactive email is the **ONLY** way to access purchase orders and create invoices

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SAP Ariba 

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Plan, Buy, Pay

Register, and confirm your first Purchase Order



Remember...

- Can only log in to an existing LIGHT ACCOUNT
 - Currently trading on Quadrem or Ariba on a Full Account?
 - Do **NOT** log in with your existing login details – create new log in details, e.g., add a “1” to the end of your email address for your username
- Purchase Orders can include attachments
- Allows for partial confirmations and back orders
- Visible version control
- Tax and shipping information is mandatory
- Ensure that the purchase order is 100% correct – Sappi business rules require a 3-way match (PO – GRV – Invoice)

Create an Invoice



Remember...

- The original purchase order email is the **ONLY** way to create an invoice
- Allows for partial invoicing
- Insert your supplier-generated invoice number as the Ariba invoice number
- You can create an invoice and a credit memo
- PDF invoice is emailed to you – keep for record purposes
- Dynamic Discounting – available early 2018 (**Southern Africa only**)



Plan, Buy, Pay

Your Supplier Dashboard



Remember...

Administrators

- manage your company profile and user access

Users

- Document view – a maximum of 31 days and 50 documents, per status
- Add URL www.supplier.ariba.com to your browser as a favourite or a bookmark
- Invoice processing – users will access the PO to create invoices from the Dashboard



Plan, Buy, Pay

Ariba Help Center



Remember...

- Ariba Help Center – your FIRST point of contact for support
- Light Account support contacts – provided to Administrator

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Features and Benefits



Remember...

- Ariba Discovery – visit the Ariba website, www.ariba.com to understand the marketing benefits of Discovery
- “Ariba Supplier” mobile app – available from the iStore and Play Store

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Plan, Buy, Pay

Administrators



- Create additional users – link them to the correct profile
- Complete your Company Profile
- User archiving – encourage your users to create an archive folder in their inbox for accessing purchase orders
- Shared drive archiving (Sharepoint, Network, etc.) – company-wide automatic archiving of all Ariba documents can be set up in your Company Profile
- Do **NOT** send PDF invoices after go-live!

Thank you



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Inspired by life